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## Online Wholesaling Transaction Coordinator | Entry-Level | Complete Digital | Real Estate Systems Training Available

### Description

A growing real estate investment network is actively seeking entry-level professionals to help coordinate back-end wholesale property transactions. This role is ideal for individuals looking to step into real estate without obtaining a license, investing capital, or making sales calls. You'll be operating fully online, following a structured system developed by a successful investor who's been featured on A&E for pioneering accessible real estate models for everyday professionals.

If you enjoy working behind the scenes, checking off tasks, and ensuring that paperwork is flawless, this position is your entry point into the real estate deal-making process—without the pressure of client interaction or sales quotas.

### About the Role

In real estate wholesaling, the profit is made by identifying off-market properties, securing them under contract, and then assigning those contracts to qualified buyers. As a Transaction Coordinator, your job begins the moment a seller contract is signed.

You'll be the person responsible for organizing documents, preparing the assignment agreements, tracking deliverables, and making sure buyers receive clean, accurate, and timely contract packets. Everything is done online using tools like Google Drive, Google Sheets, and pre-made templates. There is no guesswork—just precision and execution.

### Your Responsibilities Include:

- Verifying signed contracts for required fields: names, property address, price, dates, and signatures
- Generating assignment contracts using fill-in-the-blank templates
- Creating structured folders for each transaction in cloud-based storage
- Tracking progress using shared spreadsheets and deal checklists
- Sending the finalized contract package to vetted buyers via secure delivery
- Confirming delivery, marking completion, and archiving the deal
- Following pre-written SOPs for each step to eliminate confusion or errors

### You Will Not Be Expected To:

- Cold call or generate leads

### Hiring organization

Real Estate Wholesaling USA

### Employment Type

Full-time, Part-time, Contractor

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

- Speak with sellers or buyers
- Negotiate or close property deals
- Purchase or sell real estate
- Attend meetings or make presentations

This is a task-driven, documentation-heavy role where the quality of your execution drives deal flow and team success.

### Training Provided

Your training will walk you through every single step—built by a nationally known wholesaler with hundreds of completed transactions. Training includes:

- Contract review fundamentals
- Assignment preparation walkthroughs
- Folder setup and cloud organization
- Timeline management and logging
- Secure delivery and communication procedures
- Workflow automation and best practices

You don't need real estate knowledge to start—just a willingness to learn and a strong eye for detail.

### Required Skills & Tools

- A computer with internet access
- Familiarity with Google Docs, Sheets, and Drive (or willingness to learn fast)
- Ability to follow systems exactly as provided
- Comfort with spreadsheets, templates, and folder structures
- Strong attention to detail and document accuracy

### Ideal For:

- Entry-level job seekers curious about real estate
- Remote workers looking to gain a monetizable skill
- Virtual assistants or freelancers who want to specialize in real estate support
- Career changers who prefer task-driven, client-free roles
- Stay-at-home professionals who thrive on structure and independence

### Compensation Model

This is a results-based position. You'll be paid per completed transaction you help coordinate. Typical deal payouts range from **\$2,000 to \$10,000**, depending on the assignment size and your efficiency.

Your ability to follow directions, meet deadlines, and maintain documentation accuracy directly impacts your earnings. Scale your workload up or down as needed.

### A Sample Workflow:

You check your dashboard and see a new property under contract. You confirm that the seller's signature and property address are valid. You then use the assignment template to complete the buyer paperwork, organize all documents in a cloud folder, and send the package via a secure link. You log the update, confirm delivery, and archive the project once everything is confirmed.

### Base Salary

\$ 2000 - \$ 10000

### Date posted

April 29, 2026

### Valid through

01.01.2029

No talking. No selling. Just clean execution—and you get paid every time a deal closes smoothly thanks to your effort.

#### **What You'll Walk Away With:**

- Real-world transaction experience
- Contract, folder, and delivery systems you can reuse
- Project-based income stream with no cap
- Firsthand training from an investor with national recognition
- A skill you can monetize with other real estate investors

#### **Work Structure:**

- Remote
- Entry-Level
- Results-Based
- Project-Paid
- Schedule Flexibility

#### **Ready to Start?**

To begin training and gain access to the full wholesaling system built by a real estate professional featured on A&E, see the description for steps to begin.

This is your chance to move from theory to action—supporting real deals, earning real income, and entering the real estate space with a practical, proven system behind you.



#### **Disclosure**

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